

**Commonwealth of Massachusetts
Board of Registration in Nursing**

244 CMR 6.08(1)(h): Grounds for Board of Registration in Nursing (Board) review of a program's approval status and site visit shall include ongoing annual NCLEX pass rate less than 80% for first-time writers.

Guideline for NCLEX Self-Evaluation Report Related To 244 CMR 6.08(1)(h)

Programs with an annual NCLEX pass rate less than 80% for first-time writers for any second year within a three year period will conduct a self-evaluation for compliance with all Board regulations at 244 CMR 6.04(1)-(5).

NCLEX Self-Evaluation Purpose:

In submitting a NCLEX self-evaluation report (NCLEX Report) related to 244 CMR 6.08(1)(h): ongoing annual NCLEX pass rate less than 80% for first-time writers, faculty are directed to evaluate and provide satisfactory evidence of the program's compliance with all Board regulations at 244 CMR 6.04 (1)-(5) with the intent to:

- guide the program faculty and administration in examining all aspects of the program in order to identify factors that may have contributed to the pass rate;
- facilitate faculty and administration with identification of program strengths and weaknesses; and
- assist the faculty and program administrator to develop a corrective action plan.

NCLEX Report Format:

1. A table of contents should be included and pages should be numbered sequentially, including the appendices.
2. This document should be attached to the report with page numbers and table numbers entered into the spaces provided.
3. All sections in the report should be clearly labeled and sequential in relation to the regulation being addressed.
4. State the regulation followed by a narrative description of compliance. At a minimum the narrative must address the essential questions for each regulation.
5. A hard copy and an electronic version of the NCLEX Report must be submitted by the due date.
6. The report should conclude with identification of: regulatory compliance and non-compliance; factors contributing to the program's NCLEX performance based on analysis of the data and evidence presented in each section; a clear description of the corrective measures for each factor; and a timeline for implementation and reevaluation.
7. Do NOT include student names (use codes or legends to identify students)
8. Include a current electronic version of the following: nursing student handbook, faculty handbook, and college catalog.
9. Reports that are not submitted in the correct format will be returned to the program for revision.

BORN REGULATIONS 244 CMR 6.04	Narrative Guidelines with Essential Questions to Address in NCLEX Report	Documentary Evidence/ Exemplars
<p>(1) Program Mission and Governance</p> <p>(a) A program shall have a published mission or philosophy and objectives, or goals which shall be consistent with those of its parent institution, or with differences that are justified by the objectives or goals of the program. The program's mission, philosophy and objectives, or goals shall be internally consistent.</p>	<p>Describe how the program's mission or philosophy and objectives or goals are consistent with those of its parent institution? Justify any differences. NCLEX Report p. ____</p> <p>How are the program's mission, philosophy and objectives, or goals internally consistent NCLEX Report p. ____</p>	<p>Table ____ highlighting congruence between published parent institution mission and core values program goals and student learning outcomes. NCLEX Report p. ____</p> <p>Systematic evaluation plan demonstrating that the consistency of the program's mission or philosophy and objectives with those of the parent institution is evaluated on a regular basis. NCLEX Report p. ____</p> <p>Example of meeting minutes demonstrated faculty evaluation of program's mission and goals with that of parent institution NCLEX Report p. ____</p>
<p>(b) Program faculty, administrators, and students shall participate in the governance of the parent institution and the program, as appropriate, for the accomplishment of the goals of the parent institution and program.</p>	<p>How does the organizing structure provide for participation in parent institution and program governance of administration, faculty and students? NCLEX Report p. ____</p> <p>How do administrators, faculty, and students participate in governance of the parent institution and the program? NCLEX Report p. ____</p> <p>What opportunities exist for student representation in governance activities and how are students made aware of them? NCLEX Report p. ____</p>	<p>Bylaws and or policies which identify the role of faculty, administrator, and students in governance of both the parent institution and the program. NCLEX Report p. ____</p> <p>Faculty and administrator job descriptions requiring participation in governance is part of the role responsibilities. NCLEX Report p. ____</p> <p>Parent institution and program organization chart NCLEX Report p. ____</p> <p>List of faculty, administration and students on parent institution and program committees. NCLEX Report p. ____</p> <p>Example of notification to students of opportunities</p>

		<p>to participate in governance NCLEX Report p. ____</p> <p>Example of meeting minutes with administrator, faculty, and student participation in governance highlighted. NCLEX Report p. ____</p> <p>Systematic evaluation plan demonstrating the evaluation of faculty, administrator and student participation in governance on a regular basis NCLEX Report p. ____</p> <p>Faculty workload demonstrating that participation in governance is a component of the role responsibilities NCLEX Report p. ____</p>
<p>(c) A program administrator, qualified under 244 CMR 6.04(2)(a), shall be appointed to administer the program on a full-time basis.</p>	<p>Do the role responsibilities of the program administrator include:</p> <ul style="list-style-type: none"> • Administration of the program; • Participation in parent institution governance; • Faculty leadership in the development, implementation, and evaluation of program policies; and • Faculty leadership in the development, implementation, and evaluation of a written plan for evaluation of all components of the program? NCLEX Report p. ____ <p>What is the program administrator's role in the budget process? NCLEX Report p. ____</p> <p>Is the program administrator position a full-time position? NCLEX Report p. ____</p> <p>Does the program administrator have duties other</p>	<p>Program administrator's current curriculum vitae NCLEX Report p. ____</p> <p>Program administrator's job description NCLEX Report p. ____</p> <p>Official transcript demonstrating that the program administrator possesses an earned masters degree or an entry level doctorate in nursing NCLEX Report p. ____</p> <p>Program administrator's workload NCLEX Report p. ____</p> <p>Systematic evaluation plan demonstrating the evaluation of administrator qualifications and job description NCLEX Report p. ____</p>

	<p>than administration of the program assigned to them i.e. teaching? NCLEX Report p. ____</p> <p>Does the program administrator have authority and responsibility for the development and administration of the program and adequate time and resources to fulfill the role responsibilities? NCLEX Report p. ____</p>	
<p>(d) Program faculty shall develop, implement and evaluate policies which are consistent with the policies of the parent institution, or with differences that are justified by the goals of the program.</p>	<p>How are program faculty involved in the development, implementation, and evaluation of policies? NCLEX Report p. ____</p> <p>Are policies for nursing students the same as those of the parent institution? NCLEX Report p. ____</p> <p>If policies differ, how are the differences justified by the goals of the program? NCLEX Report p. ____</p> <p>How is data used by faculty to evaluate the effectiveness of a policy and the need for revisions? NCLEX Report p. ____</p>	<p>Faculty job description demonstrating that development, implementation, and evaluation of policies is a component of the role responsibilities. NCLEX Report p. ____</p> <p>Comparative table ____ identifying congruence of program and parent institution policies and rationale for differences. NCLEX Report p. ____</p> <p>Example of meeting minutes with faculty participation in development, implementation, and evaluation of policies highlighted. NCLEX Report p. ____</p> <p>Example of meeting minutes with faculty participation in policy revision. NCLEX Report p. ____</p> <p>Systematic evaluation plan demonstrating faculty responsibility in the evaluation of policies on a regular basis. Must at a minimum demonstrate the evaluation of the 11 policies required by the Board [ref. 244 CMR 6.04 (3)(2)] NCLEX Report p. ____</p>
<p>(e) Faculty shall develop and implement a written plan for the systematic evaluation of all components of the program. This evaluation shall include the</p>	<p>Did the faculty develop the systematic evaluation plan and how is it used to evaluate all components of the program? NCLEX Report p. ____</p> <p>Is the evaluation of the 11 Board required policies</p>	<p>Systematic evaluation plan including all program components, expected level of achievement, multiple strategies for data collection, established timelines (month/year), responsible person or group, and analysis of the data collected with a</p>

<p>measurement of the outcomes of the program. The results of the evaluation shall be used for the development, maintenance and revision of the program.</p>	<p>evident in the written plan? [ref. 244 CMR 6.04 (3)(2)] NCLEX Report p. ____</p> <p>Is the evaluation of the all components of 244 CMR 6.04 evident in the written plan? NCLEX Report p. ____</p> <p>Is the evaluation of the measurement of the outcomes, including those required by the Board, of the program evident? NCLEX Report p. ____</p> <p>How do faculty use aggregated and trended data to demonstrate program effectiveness in meeting program outcomes and guide program decision making? What decisions have been based on the aggregated and trended data in the last year? NCLEX Report p. ____</p> <p>Does the systematic evaluation plan contain the following elements for identified program outcomes (including but not limited to: program administrator and faculty retention; NCLEX performance; complaints regarding the program; student admission, retention and graduation rates; graduate satisfaction; and employment positions, rates and patterns): expected level of achievement, multiple strategies for data collection, established timelines (month/year), responsible person or group, and analysis of the data collected? NCLEX Report p. ____</p> <p>For Programs not meeting the expected levels of achievement: Has the faculty completed an analysis of contributing factors, developed a plan for improvement and set a timeline for reevaluation of achievement? NCLEX Report p. ____</p>	<p>minimum of three (3) years of data related to identified program outcomes NCLEX Report p. ____</p> <p>Example of meeting minutes demonstrating faculty making program decisions based on analysis of data related to achievement of identified program outcomes. NCLEX Report p. ____</p> <p>Faculty job description demonstrating that participation in systematic evaluation of all components of the program is part of the role responsibilities NCLEX Report p. ____</p> <p>Systematic Evaluation Plan annual calendar NCLEX Report p. ____</p>
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<p>(f) The Board shall be notified immediately in writing of a change in administrative personnel within the program, or a change in the chief executive officer of the parent institution, or both.</p>	<p>Has there been a change in the program administrator or chief executive officer of the parent institution in the past 5 years? NCLEX Report p. ____</p> <p>If there was a change, was the Board notified immediately? NCLEX Report p. ____</p>	<p>List of dates of notifications to the Board of change in program administrator or chief executive officer in the past five years.</p>
<p>(g) The program shall have a written policy for the maintenance and retirement of school, faculty, student and graduate records.</p>	<p>Does a written policy or policies identify how school, faculty, student and graduate records will be maintained? NCLEX Report p. ____</p> <p>Does it include a time frame, a process for retirement and records custodian? NCLEX Report p. ____</p>	<p>Identify the contents and locations for the written policy or policies for the maintenance and retirement of school, faculty, student and graduate records. NCLEX Report p. ____ Nursing student handbook p. ____ Faculty handbook p. ____ College catalog p. ____ Website link _____</p>
<p>(h) The program shall publish its current approval status in its official publication.</p>	<p>Is the program's current approval status posted on all program information (electronic and printed)? NCLEX Report p. ____</p>	<p>Table_____: Name, location and links to published current approval status in official publications NCLEX Report p. ____</p> <p>Student brochures Website link: _____ Student handbook p. ____ Website link: _____ College catalog p. ____ Website link: _____ Parent Institution and Program Website links: _____</p>
<p>(2) Faculty qualifications. (a) Administrator. The program administrator shall: 1. hold a current MA RN license in good standing; 2. possess an earned masters</p>	<p>What are the program administrator's credentials? NCLEX Report p. ____</p> <p>Does the program administrator hold a current MA unencumbered RN license?</p>	<p>Attestation that administrator has a MA RN license in good standing and that print out of verification from the MA BORN website is on file Administrator current curriculum vitae NCLEX Report p. ____</p>

<p>degree in nursing or an earned entry level doctorate in nursing; 3. possess a minimum of five years full-time nursing experience or its equivalent, within the last eight years, with at least three years experience in nursing education; and 4. maintain expertise appropriate to administrative responsibilities.</p>	<p>Does the program administrator have an earned masters degree in nursing or an earned entry level doctorate in nursing? NCLEX Report p. ____</p> <p>Does the program administrator possess a minimum of five years full-time nursing experience or its equivalent, within the last eight years, with at least three years experience in nursing education? NCLEX Report p. ____</p> <p>How does the program administrator maintain expertise appropriate to administrative responsibilities? NCLEX Report p. ____</p>	<p>Official transcript demonstrating that the program administrator possesses an earned masters degree or an entry level doctorate in nursing NCLEX Report p. ____</p> <p>List of relevant professional development over the past three years. NCLEX Report p. ____</p>
<p>(b) Instructor. Faculty teaching either the theoretical or clinical component of a nursing course shall: 1. hold a current MA RN license in good standing; 2. possess an earned baccalaureate degree in nursing or an earned masters degree in nursing for appointment to the faculty of a PN program; 3. possess an earned masters degree in nursing, or possess an earned doctorate in nursing, for appointment to the faculty of a RN program; 4. possess a minimum of two years full-time experience in nursing, or its equivalent, within the last five years and evidence of clinical competence in the area of clinical instruction; and 5. maintain expertise appropriate to teaching responsibilities.</p>	<p>Do all faculty teaching the theoretical and clinical component of a nursing course hold a current MA unencumbered RN license? NCLEX Report p. ____</p> <p>Practical Nurse Programs only: Do all faculty teaching all components of a nursing course possess an earned baccalaureate or masters degree in nursing? NCLEX Report p. ____</p> <p>Registered Nurse Programs only: Do all faculty teaching all components of a nursing course possess an earned masters or doctorate degree in nursing? NCLEX Report p. ____</p> <p>Do all faculty possess a minimum of two years full-time experience in nursing, or its equivalent, within the last five years and evidence of clinical competence in the area of clinical instruction? Report p. ____</p> <p>How do nursing faculty maintain expertise appropriate to teaching responsibilities? NCLEX Report p. ____</p>	<p>Faculty table ____ that includes faculty name, degree, degree granting institution, date degree was conferred, courses/areas of expertise, full-time or part-time status. NCLEX Report p. ____</p> <p>Attestation that all nursing faculty have a MA RN license in good standing and that verification of current RN licensure is maintained consistently with faculty records policy. NCLEX Report p. ____</p> <p>Practical Nurse Programs only: Attestation that all official transcripts demonstrating that the faculty teaching all components of a nursing course possess an earned baccalaureate degree in nursing or an earned masters degree in nursing are on file. NCLEX Report p. ____</p> <p>Registered Nurse Programs only: Attestation that all official transcript demonstrating that the faculty teaching all components of a nursing course possess an earned masters or</p>

	<p>How does the program support professional development? NCLEX Report p. ____</p> <p>How are faculty orientated to their role? How are new faculty mentored? NCLEX Report p. ____</p>	<p>doctorate in nursing are on file. NCLEX Report p. ____</p> <p>Attestation that current curriculum vitae of all faculty demonstrating that they are experientially and educationally qualified are on file. NCLEX Report p. ____</p> <p>Table_____ documenting relevant professional development for nursing faculty over last three years. NCLEX Report p. ____</p> <p>Description of budget line item for faculty professional development over last three years. NCLEX Report p. ____</p>
<p>Registered Nurse Programs only: (c) Waiver of 244 CMR 6.04(2)(b)(3) in accordance with Education Policy 02-02 c. an earned baccalaureate 1. After June 9, 2004 program may apply for a waiver of 244 CMR 6.04(2)(b)3 for the appointment of an instructor who possesses: a. an earned baccalaureate degree in nursing and is matriculated in a graduate nursing program with an expected date of graduation within five years of the waiver and is otherwise qualified in accordance with the 244 CMR 6.04(2)(b)4; or b. an earned baccalaureate degree in nursing and a related non-nursing graduate degree and is otherwise qualified in accordance with 244 CMR</p>	<p>Registered Nurse Programs only: Does the program employ faculty who are teaching lab or clinical who do not possess a masters or doctorate in nursing? NCLEX Report p. ____</p> <p>Do faculty who are teaching lab or clinical in an RN program who do not possess a masters or doctorate in nursing meet one of the three options for a waiver of 244 CMR 6.04(2)(b)3? NCLEX Report p. ____</p> <p>Are faculty who hold a waiver under option # 1 matriculated in a graduate nursing program with an expected graduation within five years and otherwise qualified in accordance with the 244 CMR 6.04(2)(b)4? NCLEX Report p. ____</p> <p>Do faculty who hold a waiver under option #2 possess an earned baccalaureate degree in nursing and a related non-nursing graduate degree and otherwise qualified in accordance with 244 CMR</p>	<p>Faculty table _____ of all waived faculty that includes faculty name, degree, degree granting institution, date degree was conferred, courses/areas of expertise, full-time or part-time status, waiver option, and name of mentor (as required by Education Policy 02-02) NCLEX Report p. ____</p> <p>Attestation that current curriculum vitae of all faculty demonstrating that they are experientially and educationally qualified (a minimum of two years full-time experience in nursing, or its equivalent, within the last five years for option 1 & 2 or a minimum of five years full-time experience or its equivalent within the last eight years, and evidence of competence in the area of clinical instruction.) NCLEX Report p. ____</p> <p>Attestation that official transcripts demonstrating that the faculty who hold an option #1 waiver have</p>

<p>6.04(2)(b)4; c. or an earned baccalaureate degree in nursing and possesses a minimum of five years full-time experience or its equivalent within the last eight years, and evidence of competence in the area of clinical instruction.</p>	<p>6.04(2)(b)4? NCLEX Report p. ____</p> <p>Do faculty who hold a waiver under option #3 possess a degree in nursing and a minimum of five years full-time experience or its equivalent within the last eight years, and evidence of competence in the area of clinical instruction? NCLEX Report p. ____</p> <p>Are faculty who are waived under option #3 mentored? NCLEX Report p. ____</p>	<p>an expected graduation date within 5 years. NCLEX Report p. ____</p> <p>Attestation that official transcripts demonstrating that the faculty who hold an option #2 waiver have an earned baccalaureate degree in nursing and a related non-nursing graduate degree NCLEX Report p. ____</p> <p>Attestation that official transcripts demonstrating that the faculty who hold an option #3 waiver have an earned baccalaureate degree in nursing NCLEX Report p. ____</p> <p>Attestation that completed Education Policy 02-02 verification of faculty qualifications for each instructor appointed not in compliance with 244 CMR 6.04(2)(b)3 are maintained consistent with faculty records policy. NCLEX Report p. ____</p> <p>Formal mentoring policy for all faculty waived under option 3 NCLEX Report p. ____</p>
<p>(3) Students. (a) The program shall: 1. require all candidates for admission to provide satisfactory evidence of secondary school graduation, or its equivalent, and compliance with the immunization requirements specified by the Massachusetts Department of Public Health;</p>	<p>Does the admission policy state that all candidates must provide satisfactory evidence of secondary school graduation or its equivalent? NCLEX Report p. ____</p> <p>Does the program require compliance with the immunization requirements specified by the MA DPH? NCLEX Report p. ____</p>	<p>Admission policy that states all candidates must provide satisfactory evidence of secondary school graduation or its equivalent NCLEX Report p. ____ Nursing student handbook p. ____ College catalog p. ____ Website link _____</p> <p>Immunization policy that is compliant with the immunization requirements specified by the MA DPH NCLEX Report p. ____ Nursing student handbook p. ____</p>

		College catalog p. ____ Website link _____
2. publish current policies which describe the specific nondiscriminatory criteria for admission, progression, attendance, course exemption, advanced placement, transfer, educational mobility, withdrawal, re-admission, graduation, and student rights and grievances; and	<p>Does the program publish current policies which describe the specific nondiscriminatory criteria for admission, progression, attendance, course exemption, advanced placement, transfer, educational mobility, withdrawal, re-admission, graduation, and student rights and grievances? NCLEX Report p. ____</p> <p>Are rubrics used for any of the above policies? If so, please describe. NCLEX Report p. ____</p> <p>How does the program ensure that the policies required by the Board are applied to all applicants and students in the same manner? NCLEX Report p. ____</p> <p>How does the program ensure transparency in the implementation of the policies required by the Board? NCLEX Report p. ____</p>	<p>Current policies which describe the specific nondiscriminatory criteria for:</p> <p>Admission Nursing student handbook p. ____ Faculty handbook p. ____ College catalog p. ____ Website link _____</p> <p>Progression Nursing student handbook p. ____ Faculty handbook p. ____ College catalog p. ____ Website link _____</p> <p>Attendance Nursing student handbook p. ____ Faculty handbook p. ____ College catalog p. ____ Website link _____</p> <p>Course Exemption Nursing student handbook p. ____ Faculty handbook p. ____ College catalog p. ____ Website link _____</p> <p>Advanced placement Nursing student handbook p. ____ Faculty handbook p. ____ College catalog p. ____ Website link _____</p> <p>Transfer Nursing student handbook p. ____ Faculty handbook p. ____ College catalog p. ____ Website link _____</p> <p>Educational mobility</p>

		<p>Nursing student handbook p. ____</p> <p>Faculty handbook p. ____</p> <p>College catalog p. ____</p> <p>Website link _____</p> <p>Withdrawal</p> <p>Nursing student handbook p. ____</p> <p>Faculty handbook p. ____</p> <p>College catalog p. ____</p> <p>Website link _____</p> <p>Re-admission</p> <p>Nursing student handbook p. ____</p> <p>Faculty handbook p. ____</p> <p>College catalog p. ____</p> <p>Website link _____</p> <p>Graduation</p> <p>Nursing student handbook p. ____</p> <p>Faculty handbook p. ____</p> <p>College catalog p. ____</p> <p>Website link _____</p> <p>Student rights and grievances</p> <p>Nursing student handbook p. ____</p> <p>Faculty handbook p. ____</p> <p>College catalog p. ____</p> <p>Website link _____</p> <p>Table: Admission criteria as predictive of student success in the academic program NCLEX outcomes NCLEX Report p. ____</p> <p>Provide confidential individual and aggregate student data, showing compliance with admission, progression standards and correlation of student characteristics as they relate to NCLEX outcome. NCLEX Report p. ____</p> <p>Systematic evaluation plan demonstrating that the</p>
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		Board required policies are evaluated on a regular basis. NCLEX Report p. ____
3. provide opportunities for students to regularly participate in the development and evaluation of the program.	<p>Describe all opportunities for students to regularly participate in the development and evaluation of the program. NCLEX Report p. ____</p> <p>How does the program gather student evaluation and feedback? NCLEX Report p. ____</p> <p>How does the program use student feedback to develop and evaluate the program? NCLEX Report p. ____</p> <p>How are evaluation findings shared with faculty and students? NCLEX Report p. ____</p>	<p>Table of evaluation tools used for student evaluation of the program (course, clinical, faculty evaluations, etc.) NCLEX Report p. ____</p> <p>Example of meeting minutes demonstrating that student evaluation of the program is used to make program decisions. (i.e. curriculum revisions, new resources) NCLEX Report p. ____</p> <p>Aggregated and trended data related to student evaluation of the program NCLEX Report p. ____</p> <p>Systematic evaluation plan demonstrating that the opportunities for students to regularly participate in the development and evaluation of the program exist and that data is used to make program changes on a regular basis. NCLEX Report p. ____</p> <p>Examples of how evaluation findings are shared with faculty and students. NCLEX Report p. ____</p> <p>Nursing student handbook policy or other document demonstrating that opportunities are provided for students to participate in the development and evaluation of the program NCLEX Report p. ____</p>
(b) Program faculty shall evaluate student achievement of nursing competencies.	Are faculty responsible for evaluating student achievement of nursing competencies in theory and clinical? NCLEX Report p. ____	Faculty job description (clinical and theory) demonstrating that evaluation of student achievement of nursing competencies is a

	<p>Are measurable appropriately leveled course objectives established for each nursing course and each clinical rotation? NCLEX Report p. ____</p> <p>Who is responsible for evaluation of student achievement of nursing competencies in the clinical setting? NCLEX Report p. ____</p> <p>How do program faculty evaluate student achievement of nursing competencies in theory and clinical? NCLEX Report p. ____</p> <p>Are the evaluation methods in each course varied? NCLEX Report p. ____</p> <p>How are course outcomes and evaluation methods linked to the student learning outcomes? NCLEX Report p. ____</p> <p>Do learning experiences provide the opportunity for students to achieve the identified nursing competencies? NCLEX Report p. ____</p> <p>How do faculty ensure that evaluation methods are reliable and valid? NCLEX Report p. ____</p> <p>How are novice nurse educator mentored (e.g. curriculum, student evaluation of competencies, learning expectations, etc.? NCLEX Report p. ____</p>	<p>component of the role responsibilities. NCLEX Report p. ____</p> <p>Table ____ Methods to evaluate student achievement of Program competencies. NCLEX Report p. ____</p> <p>Examples from course syllabi and outlines demonstrating how faculty evaluate student achievement of nursing competencies NCLEX Report p. ____</p> <p>Example of a rubric for assignments NCLEX Report p. ____</p> <p>Example of a clinical evaluation tool NCLEX Report p. ____</p> <p>Table ____ demonstrating correlation of nursing course and clinical objectives. NCLEX Report p. ____</p> <p>Chart or table demonstrating how course outcomes and evaluation methods are linked to the student learning outcomes? NCLEX Report p. ____</p> <p>Example of a clinical affiliation agreement demonstrating that faculty is responsible for student evaluation NCLEX Report p. ____</p> <p>Sample of an exam blueprint. NCLEX Report p. ____</p> <p>Other examples of evaluation of student</p>
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		<p>achievement of nursing competencies NCLEX Report p. ____</p> <p>Systematic evaluation plan demonstrating that the student achievement of nursing competencies by faculty is evaluated on a regular basis and the results are used to maintain or revise. NCLEX Report p. ____</p>
<p>(4) Curriculum.</p> <p>a) Program faculty shall develop a nursing curriculum plan which shall provide a variety of learning experiences consistent with the program's mission or philosophy and objectives or goals. The sciences, arts, humanities, and foundations of the profession, shall be an integral part of the nursing curriculum plan.</p>	<p>How is the curriculum developed by faculty? NCLEX Report p. ____</p> <p>Does the nursing curriculum plan provide a variety of learning experiences consistent with the program's mission or philosophy and objectives or goals? Describe. NCLEX Report p. ____</p> <p>Identify how science, arts, humanities and foundations of the profession are included in the curriculum? Provide rationale for placement within the curriculum plan. How do these courses support the nursing courses? NCLEX Report p. ____</p>	<p>Table or chart ____ that demonstrates consistency between the philosophy, program objectives, curriculum plan, and student learning outcomes. NCLEX Report p. ____</p> <p>Curriculum plan inclusive of all courses NCLEX Report p. ____</p> <p>Faculty job description (clinical and theory) demonstrating that development of the nursing curriculum plan is a component of the role responsibilities. NCLEX Report p. ____</p> <p>Aggregated data science course and nursing course grades and pass fail NCLEX status (3 years). NCLEX Report p. ____</p> <p>Example of meeting minutes demonstrating that faculty develop and regularly evaluate the nursing curriculum plan. NCLEX Report p. ____</p> <p>Systematic evaluation plan demonstrating that the faculty evaluate the nursing curriculum plan on a regular basis. NCLEX Report p. ____</p>

<p>(b) The curriculum shall:</p> <p>1. extend over a period of time sufficient to provide essential, sequenced learning experiences which enable a student to develop nursing competence. For Practical Nursing programs, this period of time shall be a minimum of 40 academic weeks</p>	<p>Is the program length sufficient to enable a student to develop nursing competence? NCLEX Report p. ____</p> <p>How are courses sequenced to enable a student to develop nursing competence? NCLEX Report p. ____</p> <p>Practical Nursing Programs only: How many academic weeks is the program? NCLEX Report p. ____</p>	<p>Examples of how student learning outcomes and program outcomes are achieved within the program length NCLEX Report p. ____</p>
<p>2. be based on an organized pattern of instruction consistent with principles of learning and educational practice;</p>	<p>How are student learning outcomes used to organize the curriculum? NCLEX Report p. ____</p> <p>How do student learning outcomes guide learning activities and evaluation methods? NCLEX Report p. ____</p> <p>How is the curriculum organized? (i.e. from simple to complex, general to specialties) NCLEX Report p. ____</p> <p>What is the ratio of classroom to lab and clinical hours? NCLEX Report p. ____</p> <p>How does the faculty ensure that the placement of clinical learning experiences corresponds to classroom instruction? NCLEX Report p. ____</p>	<p>Matrix demonstrating progression of leveled course objectives to program objectives throughout the program. NCLEX Report p. ____</p>
<p>3. provide instruction in the discipline of nursing, appropriate to the Registered Nurse or Practical Nurse level, across the lifespan and include content relevant to national and local health care needs;</p>	<p>How is the curriculum validated as current, comprehensive, evidence-based, preparing graduates for safe, competent, entry-level practice? NCLEX Report p. ____</p> <p>Does the curriculum include nursing care across the lifespan? NCLEX Report p. ____</p>	<p>Table ____ Correlate the curriculum to current, comprehensive, evidence-based, practice that prepares graduates for safe, competent, entry-level practice NCLEX Report p. ____</p> <p>Comparative analysis of curriculum and current NCLEX Detailed Test Plan for Educators– both didactic and clinical with identification of any gaps.</p>

	<p>Does the curriculum include content relevant to national and local health care needs? How is content selected? Describe content. NCLEX Report p. ____</p> <p>Are professional nursing guidelines used to determine evaluation of competencies and development of student learning outcomes? NCLEX Report p. ____</p>	<p>NCLEX Report p. ____</p> <p>Corrective actions and timeframes if gaps are identified NCLEX Report p. ____</p> <p>Evidence of congruence of program objectives with the scope of practice of graduate NCLEX Report p. ____</p> <p>Systematic evaluation plan includes evaluation of the curriculum including comparison to NCLEX Test Plan for educators, professional nursing guidelines, national and local health care needs NCLEX Report p. ____</p>
<p>4. be designed in accordance with generally accepted academic standards and credit hours for Registered Nursing programs, and include a minimum of 1080 hours of theory, laboratory and clinical practice for Practical Nursing programs. A minimum of 945 hours shall be allocated to nursing courses in Practical Nursing programs, of which a minimum of 540 hours shall be for clinical experiences; and</p>	<p>How does the nursing program meet generally accepted standards and credit hours for Registered Nursing programs and minimum hours for Practical Nursing Programs? NCLEX Report p. ____</p>	<p>Curriculum plan NCLEX Report p. ____</p> <p>Credit breakdown of required courses NCLEX Report p. ____</p> <p>Systematic evaluation plan includes evaluation of the curriculum including length of time NCLEX Report p. ____</p> <p>Practical Nursing Programs only: Table____ PN clock hour allocation to theory, lab, and clinical demonstrating total 1080 hours allocated to the program with minimum of 945 hours shall be allocated to nursing courses in Practical Nursing programs, of which a minimum of 540 hours shall be for clinical experiences NCLEX Report p. ____</p>
<p>5. identify the level of student achievement expected at defined points in the program.</p>	<p>Are there clearly defined student learning outcomes? NCLEX Report p. ____</p> <p>How does the curriculum incorporate competencies,</p>	<p>Table____ demonstrating breakdown of cognitive level of test questions on nursing course exams NCLEX Report p. ____</p>

	<p>course objectives, learning and evaluation strategies that support the progression to achievement of identified student learning outcomes? NCLEX Report p. ____</p> <p>How are course outcomes and evaluation methods linked to the student learning outcomes and program outcomes? NCLEX Report p. ____</p> <p>At what cognitive level are teacher-constructed exam questions written? How is this consistent with level at which NCLEX items are written? NCLEX Report p. ____</p> <p>Does the program have a testing policy related to cognitive level and types of test questions (i.e. alternate-format, hot spot, multiple response) at each level of the program? NCLEX Report p. ____</p> <p>How does the faculty ensure that evaluation methods (e.g. course exams, student assignments, clinical evaluations) are valid and reliable? NCLEX Report p. ____</p>	<p>Evidence of alternate-format questions including hot spot, multiple-response, audio NCLEX Report p. ____</p> <p>Example of nursing course test blue prints and test item analysis NCLEX Report p. ____</p> <p>Evidence of correlation of student learning outcomes and course outcomes provided NCLEX Report p. ____</p> <p>Table _____ demonstrating results of NCLEX predictive integrated tests on pass fail status. NCLEX Report p. ____</p> <p>Results of NCLEX predictive integrated tests (if used) on pass/fail status. NCLEX Report p. ____</p> <p>Systematic evaluation plan includes evaluation of competencies, course objectives, learning and evaluation strategies. NCLEX Report p. ____</p>
<p>(5) Resources. The allocation of resources shall be appropriate in meeting the goals and outcomes of the program by: (a) utilizing an adequate number of full-time and part-time faculty and support personnel;</p>	<p>Does the program have an adequate number of full- and part-time faculty and support personnel to meet the goals and outcomes? NCLEX Report p. ____</p> <p>What is the faculty staff ratio in the classroom, lab, and clinical? NCLEX Report p. ____</p> <p>How many support personnel are utilized by the program? NCLEX Report p. ____</p>	<p>Comparative analysis of first time licensure candidates, preparation by full time/part time and waived faculty in the didactic, skills lab, and clinical settings and NCLEX outcome. NCLEX Report p. ____</p> <p>Systematic evaluation plan includes evaluation of utilization of an adequate number of full-time, part-time faculty and support personnel NCLEX Report p. ____</p>

	How do the support personnel contribute to meeting the goals and outcomes of the program NCLEX Report p. ____	
(b) determining the student-faculty/ ratio in clinical practice by the complexity of the educational experience, the student s level of knowledge and skill, and patient needs. The ratio shall not exceed ten students to one faculty member (10:1);	<p>What is the student-faculty ratio in clinical practice for each nursing course? NCLEX Report p. ____</p> <p>How does the program determine that ratio? NCLEX Report p. ____</p> <p>What factors are considered when making decisions about clinical assignments? NCLEX Report p. ____</p>	<p>Table ____ outlining faculty assignments, clinical practice area, and faculty to student ratios NCLEX Report p. ____</p> <p>Systematic evaluation plan demonstrates that clinical practice areas and student-faculty ratios are evaluated on a regular basis NCLEX Report p. ____</p>
(c) providing for current and comprehensive learning resources developed with faculty input. These resources shall be available and accessible to students and faculty;	<p>What learning resources are available to students? NCLEX Report p. ____</p> <p>What learning resources are available to faculty? NCLEX Report p. ____</p> <p>Are those resources available to all nursing faculty and students? NCLEX Report p. ____</p> <p>How are learning resources developed/chosen? NCLEX Report p. ____</p> <p>How long are library holdings maintained and retired? NCLEX Report p. ____</p>	<p>Comparative analysis of student utilization of resources and NCLEX pass fail status. NCLEX Report p. ____</p> <p>Systematic evaluation plan demonstrates that learning resources are current, comprehensive and developed with faculty input. NCLEX Report p. ____</p>
(d) maintaining appropriately designed and equipped physical facilities;	How do physical facilities contribute to meeting the goals and outcomes of the program? NCLEX Report p. ____	Systematic evaluation plan demonstrates that the physical facilities are evaluated on a regular basis NCLEX Report p. ____
(e) managing fiscal resources to maintain the program's financial health; and	<p>Are fiscal resources appropriate to maintain the program's financial health? NCLEX Report p. ____</p> <p>Is the allocation of fiscal resources appropriate to meet the goals and outcomes of the program?</p>	<p>Program operational budget (3 years) NCLEX Report p. ____</p> <p>Systematic evaluation plan demonstrates that the fiscal resources are evaluated on a regular basis</p>

	NCLEX Report p. ____	NCLEX Report p. ____
(f) developing written agreements with cooperating agencies utilized as clinical learning sites. Agreements shall be developed and reviewed annually by both program and agency personnel. Agreements shall be current and specific in defining parameters of activities and the responsibilities of the program, the student and the cooperating agency.	<p>Are written agreements with cooperating agencies utilized as clinical learning sites current? NCLEX Report p. ____</p> <p>Do written agreements with cooperating agencies state responsibility of instructors for student in clinical? NCLEX Report p. ____</p> <p>Do written agreements with cooperating agencies state that the agency is ultimately responsible for patient care? NCLEX Report p. ____</p> <p>Do written agreements with cooperating agencies state that the program is ultimately responsible for students' education? NCLEX Report p. ____</p> <p>Do written agreements with cooperating agencies provide for review by program and agency personnel? NCLEX Report p. ____</p>	<p>Example clinical affiliation agreements NCLEX Report p. ____</p> <p>Table ____ outlining clinical affiliation agreements, according to curriculum map, review and renewal dates. NCLEX Report p. ____</p> <p>Sample of minutes of meetings demonstrating that agreements are reviewed annually. NCLEX Report p. ____</p> <p>Systematic evaluation plan ensures regular review of written agreements with cooperating agencies utilized as clinical learning sites. NCLEX Report p. ____</p>

Person preparing report:

Name

Title

Signature

Date

As program administrator, I attest that the information I have provided in connection with this report is truthful and accurate.

Printed Name of Program Administrator

Title

Signature

Date